

October 5, 2012

Ms. Stephanie L. Beckhorn
Manager, WIA Section
Workforce Development Agency
201 North Washington Square
Lansing, MI 48913

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WIA
WORKFORCE PROGRAMS

**Re: Regional Elite Airline Services
Notice of Station Closing**

Dear Ms. Beckhorn:

This notice is provided in accordance with the federal Worker Adjustment and Retraining Notification ("WARN") Act, 29 U.S.C. § 2101 *et seq.* and Section 450.736 of the Michigan Compiled Laws.

Regional Elite Airline Services LLC ("Regional Elite") located at Capital Region International Airport, 4100 Capital City Boulevard, Lansing, MI 48906, will be ceasing operations. Regional Elite is ceasing operations because the ground handling work we perform at Capital Region International Airport has been awarded to another contractor. Consequently, the entire Regional Elite station at Capital Region International Airport will permanently close and all employees in that station will be separated.

This closing will commence on December 11, 2012, or within a 14-day period beginning on that date, which will also be the expected date of separation for all employees. Attachment A is a listing of job titles of positions affected by this closing and the number of employees so affected in each job title. Bumping rights do not exist for any terminated employees. None of the employees at this station are represented by a union.

Regional Elite understands that the contractor who will be performing the work after our closure plans to offer employment to current Regional Elite employees working at Capital Region International Airport.

Please contact me at 612-266-5203 if you need further information.

Sincerely,



Jannie Guzik
Director, People

Attachment A

**Listing of Job Titles of Positions to be
Affected by Station Closing and the Number
of Employees in Each Job Classification**

<u>Job Titles of Positions to be Affected</u>	<u>Number of Employees in Each Job Classification to be Affected</u>
Station Manager	1
Performance Supervisor	4
Customer Service Agent	24
Certified Trainer	2